EMPLOYMENT OPPORTUNITY

Employees of the Superior Court, Justice Courts and court departments are employees of the judicial branch. Positions in the court system may be in the classified service subject to the Judicial Merit System Resolution and Rules.

OPEN COMPETITIVE

COMPUTER SUPPORT OFFICER
(Decision Support Analyst I)

**POSITION IS WITH JUVENILE PROBATION, RESEARCH AND PLANNING DIVISION
LOCATED AT 3125 W. DURANGO ST., PHOENIX**

RECRUITMENT DATES:	Monday, August 7, 2000 – Open Until Filled
SALARY:	$14.70 (range minimum) Per Hour

POSITION QUALIFICATIONS: Bachelor's Degree in computer science or a closely related field and three years of experience in the design and implementation of applications for clients in a scientific, technical or other highly specialized discipline. An equivalent combination of education and job related experience may substitute on a year for year basis.

PREFERRED: Experience with Microsoft Office Suite. Training experience. Experience with IBM AS400, graphical application abilities or court-related experience beneficial. Coordination and prioritization of complex tasks within a team environment preferred. Extensive experience in client-service is required.

ESSENTIAL FUNCTIONS: Assesses and troubleshoots user problems. Teaches and learns various skill sets throughout the agency as needed. Coordinates activities to attain problem resolutions. Conducts maintenance procedures on computer hardware and operational systems. Utilizes computer and technical skills. Provides client-focused services. Performs other duties as assigned. Maintains required attendance and work hours.

SELECTION PROCEDURE: Pursuant to the Judicial Merit System Resolution and Rules, the Maricopa County Human Resources Department performs recruitment, assessment and other personnel functions on behalf of the Court system and its departments. **EDUCATION/EXPERIENCE EVALUATION.**   The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. Those selected will be scored based on an evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department.

FILING PROCESS: Required County Application Form (3100-049) AND SUPPLEMENT must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Phone: 602-506-3755. Teletypewriter (TT) 602- 506-1908. RECORDED JOB MESSAGE: 602-506-3329. IF you have access to a fax machine or fax PC, you may request application materials via our Fax on Demand program at 602-506-1212. Internet Address:
www.maricopa.gov

WHAT HAPPENS TO YOUR APPLICATION: Refer to page 4 of the application form for complete information.

IT IS THE POLICY OF THE SUPERIOR COURT OF MARICOPA COUNTY
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES
AN EQUAL OPPORTUNITY EMPLOYER

JOB ANNOUNCEMENT NUMBER: 106033 / KAC, 4
RECRUITMENT ABBREVIATION CODE: DSA1-CSO

DATE PUBLISHED: **Monday, August 7, 2000**

COMPUTER SUPPORT OFFICER
(Decision Support Analyst 1)

PLEASE NOTE: This form does NOT replace the information requested on the "Application for Employment." Be sure your application and this supplement are both accurate and complete. Information provided on this supplement may be used to determine your eligibility for this position. **FAILURE TO SUBMIT THIS FORM ALONG WITH YOUR APPLICATION MATERIALS MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR THIS POSITION.**

1. Do you have experience providing computer training to others in a professional setting? If yes, please list years and describe. ˅ Yes ˅ No __#Yrs

2. Do you have any court-related computer experience? If yes, please list years and describe. ˅ Yes ˅ No __#Yrs

3. Do you have experience coordinating and prioritizing complex tasks? If yes, please describe. ˅ Yes ˅ No __#Yrs

4. Are you familiar with the following programs/applications:

    a. Microsoft Word   ˅ Yes ˅ No
    b. Microsoft Excel   ˅ Yes ˅ No
    c. Microsoft Access   ˅ Yes ˅ No
    d. Microsoft Powerpoint   ˅ Yes ˅ No
    e. IBM AS/400   ˅ Yes ˅ No
    f. Graphics programs (please list)   ˅ Yes ˅ No _____

SIGNATURE   DATE   DSA1-CSO, 8/00